**NATIONAL COORDINATOR**

**Inclusive Design for Employment Access (IDEA):**

**A Social Innovation Laboratory Focus on the Employment of Persons with Disabilities**

IDEA is a new initiative at McMaster University recently funded for six years by the New Frontiers in Research Fund Transformation Stream. It follows from our longstanding Centre for Research on Work Disability Policy ([www.crwdp.ca](http://www.crwdp.ca)). The activities of the IDEA laboratory are focused on advancing knowledge and practice on how workplaces and related systems can be better designed to support full inclusion of persons with disabilities, including the social aspects of employment.

**OVERVIEW OF POSITION**

Working under the supervision of the two leads of IDEA and the National Manager, the National Coordinator will play a key role in supporting of all activities of the laboratory. The successful candidate will be experienced and skilled in coordinating activities of a knowledge to practice initiative. The position will be primarily remote with approximately 25% of time on-site in Hamilton and/or Toronto.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* assist the National Manager with all aspects of the national office
* support timeline and yearly activity cycles of the initiative
* support operations meetings and related activities
* coordinate hub activities and support their administrative needs
* support student and post-doctoral program activities
* liaise with participants, including partners, collaborators, researchers, and media
* assist with the preparation of materials for various stakeholders
* assist with maintenance of the website and support the social media program
* support accounting and management of budgets and financial reporting
* assist with the preparation of reports to the funder

**EDUCATION AND EXPERIENCE**

* a university degree
* bilingualism is considered an asset (French and English)
* a good understanding of diversity, equity and inclusion issues
* work experience coordinating large complex initiatives
* good oral and written communication skills
* sound working knowledge and experience with Microsoft Office Suite, including Word, Outlook, Power Point, and Excel
* ability to handle multiple demands of the laboratory, coordinating and prioritizing relevant projects, tasks and responsibilities
* good organizational, interpersonal and communication skills
* familiarity and interest in team-based project work
* flexibility – able to switch tasks easily to address changing priorities
* ability to work with people from different backgrounds
* experience supporting meetings, including notetaking and action items
* experience supporting events
* tact, discretion, and ability deal with confidential issues in a professional manner

**SALARY RANGE**

The position will be assessed after three months.

This is a full-time position for one year with a possibility of extension and is based on a full-time salary range of $60,000-$70,000, plus benefits. Salary is commensurate with experience.

**PHYSICAL SETTING/WORKING CONDITIONS**

Much of this job can be done remotely. The job requires coming into the office as needed, approximately 25% of the time, in Hamilton and/or Toronto. The physical environment of the office is an accessible modern building. There is no unusual physical effort involved in the duties. There are many periods of focused concentration at a computer terminal.

**APPLICATION DETAILS**

We strongly encourage candidates who identify as a person with a disability to apply. We are open to the possibility of job sharing in cases where a candidate has strong skills in key areas of the position. If you are interested in this position, please submit your application by e-mail to Emile Tompa (e-mail: [etompa@iwh.on.ca](mailto:etompa@iwh.on.ca)). Applications will be accepted until May 20, 2022.

IDEA is an equal opportunity employer and welcomes applications from all qualified candidates.

We thank all applicants, but only those considered for the position will be contacted.